

What is claimed is:

1. A process apparatus, comprising:

a storage unit storing information about a
discussion at an electronic conference; and

a judgment unit calculating an index relating to
an amount of the discussion and judging whether to hold
a face-to-face conference based on the index.

2. The process apparatus according to claim 1, further
comprising

a notification unit notifying participants of the
electronic conference of a holding of the face-to-face
conference if said judgment unit determines to hold the
face-to-face conference.

3. The process apparatus according to claim 2, further
comprising

a reservation unit making reservations for
facilities needed to hold the face-to-face conference
if said judgment unit determines to hold the face-to-face
conference,

said notification unit notifies expected
participants of information about reserved facilities.

structure exceeds a specific value, said judgment unit determines to hold the face-to-face conference.

8. The process apparatus according to claim 1, wherein
5 said judgment unit uses a data amount of the information about the discussion as the index, and if the data amount exceeds a specific value, said judgment unit determines to hold the face-to-face conference.

10 9. A process apparatus, comprising:

 a storage unit storing information about a discussion at an electronic conference; and

 a judgment unit calculating an index relating to a possibility of the discussion diverging and judging
15 whether to hold a face-to-face conference based on the index.

10. A process apparatus for executing a process of an asynchronous electronic conference among a plurality
20 of areas in a distributed environment, comprising:

 a communications unit transmitting information about a discussion at the electronic conference between areas;

 a storage unit storing the information about the
25 discussion; and

0952749-052304

a judgment unit judging whether to hold a face-to-face conference based on an amount of the discussion.

- 5 11. A computer-readable storage medium on which is recorded a program enabling a computer to execute a process, said process comprising;

calculating an index relating to an amount of a discussion at an electronic conference; and

- 10 judging whether to hold a face-to-face conference based on the index.

12. A process method comprising;

15 recording information about a discussion at an electronic conference;

calculating an index relating to an amount of the discussion; and

- judging whether to hold a face-to-face conference based on the index.

20

13. A process apparatus, comprising:

storage means for storing information about a discussion at an electronic conference; and

- 25 judgment means for calculating an index relating to an amount of the discussion and judging whether to

hold a face-to-face conference based on the index.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management. The text highlights the need for standardized procedures and the use of reliable systems to ensure that data is collected, stored, and analyzed consistently.

2. The second part of the document focuses on the challenges associated with data management and the implementation of effective record-keeping practices. It identifies common obstacles such as limited resources, lack of training, and outdated technology. The text provides recommendations for overcoming these challenges, including investing in modern infrastructure, providing ongoing training for staff, and establishing clear policies and procedures for data handling.

3. The third part of the document discusses the role of technology in enhancing record-keeping and data management. It explores various digital tools and platforms that can streamline processes, reduce errors, and improve the accessibility of information. The text also addresses the importance of data security and privacy, emphasizing the need for robust safeguards to protect sensitive information from unauthorized access and breaches.

4. The fourth part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of a holistic approach to record-keeping, one that integrates technology, training, and policy. The text encourages stakeholders to work together to address the identified challenges and implement the proposed solutions, ultimately leading to more efficient and transparent operations.